



TOWN OF KINGSTON, MASSACHUSETTS

TOWN HOUSE

26 EVERGREEN STREET

P.O. BOX 900

KINGSTON, MA 02364-0900

TELEPHONE: (781) 585-0507

FAX: (781) 585-2357

EMAIL: ppalombo@kingstonmass.org

PRISCILLA L. PALOMBO, CMMC
COLLECTOR

JO ANN R. BRAY
ASSISTANT COLLECTOR

Dear Attorney, Financial Institution, Property Owner:

| | | |
|---|------------------|-------------------------------------|
| Town of Kingston Real Estate Tax billing is | QUARTERLY: | July 1 – June 30 (FY2011) |
| | Bill Mailing: | July 1 & January 1 (2 coupons each) |
| | Payments Due: | Aug 2, Nov 1, Feb 1, May 2 |
| | FY2011 Tax Rate: | \$14.65 (effective 1/1/2011) |

The Town of Kingston, Massachusetts has numerous recorded liens on properties for Septic (Title V) or Sewer Hookup Loans and for Sewer Betterment Assessments.

- ❖ **Loans** are required to be paid in full at time of **refinance** or **sale of a property**.
- ❖ Unlike Loans, a **Sewer Betterment** lien is not required to be paid in full and may remain with the property. Be aware, the Town will not subordinate this lien.

For better maintenance of issued Municipal Lien Certificates, the following information is being provided to you to (first) expedite the process to issue you a certificate by providing all the required information and (secondly) to assure the requested monies are received by the Town of Kingston in a timely manner.

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### **REQUIRED INFORMATION ON A REQUEST FOR MUNICIPAL LIEN CERTIFICATE**

Advise the following information:

- Indicate if this is for **Refinance, Sale, Insurance or Foreclosure** of property
- Property Owner Name(s)
- Parcel ID / Map, Lot, Plot  
Newly created or subdivided lots not provided to Collector by the Board of Assessors at time of MLC request, will reflect the Mother Lot information.  
  
Parcel ID/Map & Lot Number is obtained through the Board of Assessors at 781.585.0509.
- Property Street Number and Street Name
- Scheduled Closing Date
- Check for \$50.00 (per parcel) made payable to: **Town of Kingston**
- **Stamped (US Mail Postage Stamp), self addressed return envelope**

Thank you for your cooperation and complete information when requesting an MLC.

Sincerely,

Priscilla L. Palombo, CMMC  
Collector of Taxes  
Kingston, Massachusetts

**You may mail your request to:**

Collector of Taxes  
Town of Kingston  
P. O. Box 900  
Kingston, MA 02364

**Or visit us at:**

26 Evergreen Street  
Kingston  
8:30 am – 4:30 pm

# MASSACHUSETTS

## Town of Kingston

Collector of Taxes  
26 Evergreen Street  
P. O. Box 900

Kingston, MA 02364-0900

Phone: 781.585.0507

Hours: 8:30am – 4:30 pm

### **MUNICIPAL LIEN CERTIFICATE REQUEST**

(*Processed* on Wednesday's      *Available* on Friday's)

Date: \_\_\_\_\_

I, \_\_\_\_\_ hereby request a lien certificate

Paid for by: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Cell: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

**Information required for questioned property:**

*Refinance*     *Sale*     *Insurance*

(contact Board of Assessors for assistance in completing this section 781-585-0509)

**Property Address:** \_\_\_\_\_

**Owner of Record:** \_\_\_\_\_

**Map:** \_\_\_\_\_    **Lot:** \_\_\_\_\_    **Plot:** \_\_\_\_\_ (same as Parcel ID)

**Please check one of the following to forward completed Certificate:**

**Mail**

**Pick up at office**

Please complete this form and accompany with your check for **\$50.00**  
made payable to the **TOWN OF KINGSTON**  
with a **SELF ADDRESSED, STAMPED, ENVELOPE**

Thank you.